

DPGS Memorandum

Department of Procurement and General Services

One Ashburton Place, Room 1017, Boston, MA 02108-1552

DPGS MEMORANDUM 96-3

To: All Massachusetts Political Subdivision Purchasing & Clean State Personnel

From: Philmore Anderson, Purchasing Agent
Department of Procurement and General Services

Date: August 17, 1995

RE: FY 1995 Environmental Procurement Data

As you know, Executive Order #350 established the Clean State Program in Massachusetts, a cooperative effort among state entities which looks to "green" state government through expanded waste prevention and recycling, toxics use reduction, water and energy conservation and indoor air improvements. The Department of Procurement and General Services (DPGS) is playing a leading role in coordinating the state's efforts to purchase environmentally sound products affecting each of these areas.

Over the past several years, DPGS has begun a wholehearted effort to improve the environmental purchasing record of Massachusetts. As part of this effort, DPGS is working to establish an accurate baseline of recycled procurement in the state so that future efforts can be tracked and measured. While DPGS is able to track the purchases of executive agencies, it is unable to do so for non-executive agencies such as authorities and constitutional entities and cities and towns.

Because DPGS believes that political subdivision procurement data should be included as part of Massachusetts' overall purchasing program, we are very interested in tracking the amount of recycled procurement occurring in Massachusetts political subdivisions. This memo, therefore, is intended to notify you of our desire to obtain as much data as possible regarding procurement of products which contain recycled materials. We hope to gather this information for Fiscal Year 1995 and all future years.

The attached recycled data procurement report asks each political subdivision to identify as accurately as possible the dollar value of items purchased as a recycled or remanufactured procurement. In filling out this document, please be as complete as possible and identify whether the data you are providing is an estimate. We are interested in data for all procurements, including those which occur through state contracts and those which do not. Some common products you may want to focus on include: copy paper, stationery, envelopes, paper towels, toilet paper, etc.

In addition, we are also interested in any recycled products you may have purchased through contracts with vendors. Examples of these products could include reclaimed asphalt or glassphalt purchased as part of a roadway construction project or recycled paint used by a contractor during an office renovation. Thank you for your assistance.

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recycled paper

MASSACHUSETTS CLEAN STATE PROGRAM

FISCAL YEAR 1995 RECYCLED MATERIAL PROCUREMENT REPORT

INSTRUCTIONS

In an effort to more accurately report on the recycled content purchases made by the Commonwealth, the Department of Procurement and General Services is requesting that all authorities, non-executive agencies and cities and towns complete this form pursuant to Executive Order #350. Please provide as much data as possible for your entire organization. Have the form signed by a purchasing, finance or clean state official, and return by fax or mail. Please call Eric Friedman if you have any questions. Send this form to:

DEPARTMENT OF PROCUREMENT AND GENERAL SERVICES
Eric Friedman, Environmental Purchasing Coordinator
1 Ashburton Place, 10th Floor
Boston, MA 02108
Fax: (617) 727-4527
Phone: (617) 727-7500 x351

PART I. IDENTIFICATION

DUE SEPTEMBER 15,
1995

| | |
|--|--------|
| Authority Name | |
| Address/Phone & Fax Number | |
| Name/Title of Designated Official/ Signature of Designated Official | |
| Does the purchasing information provided reflect purchases made by your entire organization? | YES NO |
| If no, approximately what percent of your total purchases do these data reflect (please estimate if you cannot be precise)? | ____% |

PART II. FY 1995 RECYCLED PROCUREMENT DATA

Please fill out all the information requested. For all recycled items, please identify the total value of recycled purchases and the total value for all similar virgin products purchased. Thus, for an item such as envelopes, column C should include the amount of purchases in Fiscal Year 1995 of envelopes with recycled material while column D should include the amount of virgin envelopes purchased during the same period. Where exact information is not available, please estimate (and note that it is an estimate). If an estimate is not feasible, please write "NA" in the appropriate space. (In row #1, an example of DPGS purchases for FY 94 is included).

| A. Product | B. Recycled Content (Total and Post-Consumer) | C. Dollar Expenditures | D. Dollar Expenditure Virgin |
|----------------|--|------------------------|------------------------------|
| e.g. Envelopes | 50% total 10% post-consumer | \$434,311 | \$883,127 |
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please attach additional sheets where necessary

